

**REQUEST FOR PROPOSALS (RFP)
STATE OF MARYLAND
DEPARTMENT OF HUMAN SERVICES
HOWARD COUNTY DEPARTMENT OF SOCIAL SERVICES
THE JOBS PROGRAM
HOW/FIA/18-001-S**

**AMENDMENT NO. 5
January 12, 2018**

Dear Prospective Offerors:

This amendment is being issued to amend certain information in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The changes are listed below. New language has been double underlined and marked in **bold** (i.e. **word**), and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. REVISE RFP Key Information Summary Sheet as follows:

Proposal Due (Closing) Date and Time: ~~January 18, 2018~~, January 25, 2018, 11:00 AM Local Time.

2. REVISE Heading and Numbering on Page 35, Section 3.11 – Contractor Requirements: General Requirements as follows:

– ~~3.11~~ 3.10.5 Remediation

If deemed appropriate in the discretion of the Contract Monitor, the Contract Monitor shall give written notice of any personnel performance issues to the Contractor, describing the problem and delineating the remediation requirement(s). The Contractor shall provide a written Remediation Plan within ten (10) days of the date of the notice and shall implement the Remediation Plan immediately upon written acceptance by the Contract Monitor. If the Contract Monitor rejects the Remediation Plan, the Contractor shall revise and resubmit the plan to the Contract Monitor within five (5) days, or in the timeframe set forth by the Contract Monitor in writing.

Should performance issues persist despite the approved Remediation Plan, the Contract Monitor will give written notice of the continuing performance issues and either request a new Remediation Plan within a specified time limit or direct the substitution of personnel whose performance is at issue with a qualified substitute, including requiring the immediate removal of the Key Personnel at issue.



Replacement or substitution of personnel under this section shall be in addition to, and not in lieu of, the State's remedies under the Contract or which otherwise may be available at law or in equity.

3. DELETE and REPLACE Section 3.12.2 – State Supplied Services

~~3.12.2 WORKS Training and Technical Support~~

~~HCDSS will allow Contractors to access WORKS via the Internet. The Contract Monitor or designee will provide one (1) hour of training to designated Contractor staff responsible for entering data in WORKS. The Training will consist of the HCDSS policies and procedures relevant to the contracted services and use of WORKS. It is expected that the training will occur within three (3) Business days after the Contract Commencement. Training will take place at HCDSS. Training and Technical Assistance will be provided on an ongoing basis for the life of the Contract, as needed, on State Business Days only.~~

~~Any change in data entry requirements will be communicated by the State's designated technical assistance contact person at least one (1) week prior to the change taking effect.~~

3.12.2 WORKS Training and Technical Support

HCDSS will allow Contractor's to access WORKS via the Internet. The Work Participation Specialist will provide sixteen (16) hours of training (equivalent to 2 days). The first day will be Policy Training and the second day will be System Training. It is expected that the training will occur within three (3) Business days after the Contract Commencement. Training will take place at HCDSS. The WPS will continue with weekly on-site training; and be available for technical support for the duration of the Contract, on State Business Days only.

Any change in data entry requirements will be communicated by the WPS at least one (1) week prior to the change taking effect.

Offerors are reminded that they must acknowledge receipt of all amendments issued against the RFP in their Transmittal Letter (see RFP §§ 4.12 and 5.4.2.3). If you require clarification of the information provided in this amendment, please contact me at (410) 767-7256, or via email at Tracey.Gamble@maryland.gov.

By:
Tracey Gamble
Tracey Gamble
Procurement Officer

